

LAND USE APPLICATION/APPEAL CHECKLIST

This form is to be used for (check the appr	opriate box):	
() Conditional Use	() Zoning Change	() Initial Zoning
() Change in a Non-Conforming Use	() Variance	() Appeal
Public Hearing		
Public Hearing Date:	Public Hearing Time:	
Application Deadline:		
Submittal Requirements		
A complete application includes the follow	ving:	
1. () Land Use Application		
2. () Current copy of recorded deed	with legal description	
3. () Application fee of:		
4. () Site plan with all existing and petc	proposed structures, parking,	setbacks, property boundaries,
5. () Detailed narrative of how the a an appeal)	pplication meets the criteria	for approval or reasons for filing
6. () Exhibit A (Adjacent Property	Owner Information)	
7. () Exhibit B (Petition)		
8. () Exhibit C (Notice of Public He	earing form & proof of public	cation from DCI)
9. () Exhibit D (Certification of No	tice to Property Owners & Si	gn Posting)



Community Development

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Public Noticing Requirements

1.	The applicant must have a notice of the public hearing published in the local newspaper, the Delta County Independent (DCI) at least seven (7) days prior to the date of the hearing (see Exhibit C). The local newspaper is published once each week on Wednesdays. The submittal deadline to post an ad with the DCI is the Friday prior. The applicant must obtain "Proof of Publication" from the DCI and submit it to the Planning Department prior to the meeting.
	Notice to Newspaper Deadline:
	Publication Date:
2.	The applicant must deliver a copy of the Petition (Exhibit B) and a copy of the Public Hearing Notice (Exhibit C) by U.S. Mail or by hand to all property owners listed on the Adjacent Property Owner Information sheet (Exhibit A) at least fourteen (14) days prior to the scheduled hearing. Property owners should be advised to return signed petitions before the date of the hearing, indicating approval or objection, to the City of Delta Planning Department at 360 Main St., Delta, CO, 81416. Property owners to whom the notice is hand delivered must be given an opportunity to sign the petition indicating whether they approve or object to the request. (Remember to sign Exhibit D)
	Notice Deadline Date:
3.	The applicant must post a sign (or signs) supplied by the City upon the property under consideration in such a way that the sign is easily visible from all abutting streets. The sign will briefly describe the requested action and give the date, time and location of the public hearing. The sign must be placed at least seven (7) days prior to the hearing and must be maintained continuously by the applicant until the Planning Commission takes final action. (Remember to sign Exhibit D)
	Sign Posting Deadline:
exp me	OTE: The applicant or his/her representative should attend the public hearing (see #2 above) to plain the request, answer questions, and present evidence to establish that the applicable criteria are et. If the applicant is not the property owner, authorization to act on the owner's behalf must be ached to the application.
Co	ease review the criteria for your request. The Delta City code provides that the Planning ommission and/or City Council may approve requests <u>only</u> if it determines that the appropriate teria have substantially been met.

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ADJACENT PROPERTY OWNER INFORMATION (Exhibit A)

List the parcel number, name and mailing address of all property owners within 100 feet of any portion of the area under consideration, and property address. This information can be obtained from the Delta County Assessor's office at the county courthouse or from the internet at www.deltacounty.com.

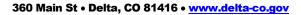
PARCEL#	NAME AND MAILING ADDRESS	PROPERTY ADDRESS
If additional spa	ace is needed, please provide the required infor	mation on a separate sheet of paper.
cityhall\commd	ev\Planning\Applications Checklists & Handou	tts\CHECKLIST - Land Use

Application.doc

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PETITION (Exhibit B)

() Conditional Use		() Zoning Change	() Initial Zoning			
() Change in a Non-C	Conforming Use	() Variance	() Appeal			
Address of property u	ınder consideration: _					
Date of Public Hearing:						
I, as a property owner of and hereby APPROVI		eet of the area under co	nsideration, have been informed of			
SIGNATURE	NAME (print)		ADDRESS			
I, as a property owner of and hereby OBJECT t		eet of the area under co	nsideration, have been informed of			
SIGNATURE	NAME (print)	STREET	ADDRESS			
* Please return this for	m to the Planning Depar	rtment at 360 Main St b	efore the date of the hearing.			
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Notice of Public Hearing (Exhibit C)

Notice of Public Hearing

Notice is hereby given that the City of Delta	will hold a public hearing on
,, at	p.m. in the City Council Chambers, 360 Main St, to
consider a request for the property located at	as follows:
Published in the Delta County Independent on	,

^{*}Applicant is responsible for payment of publication costs.

^{**}Attach proof of publication from the delta county independent.

^{***}A brief description of the action being requested for the property in question along with the address of the property is required to be included in the Notice of Public Hearing. If there is no address available, then a relationship to either a street, other property with an address, or other known landmarks must be used to identify the property location.

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CERTIFICATION OF NOTICE TO PROPERTY OWNERS (Exhibit D)

I,, app	plicant, hereby certify that I personally mailed or hand
delivered to the required property owners no	otice of public hearing before the City of Delta Planning
day of,	uest. Notices were mailed or hand delivered on the
,	<u> </u>
Applicant's Signature	
+++++++++++++++++++++++++++++++++++++++	+++++++++++++++++++++++++++++++++++++++
CERTIFICATION	N OF SIGN POSTING (Exhibit D)
	<u> </u>
I,, app public hearing before the City of Delta Plant consideration on theday of	olicant, hereby certify that I personally posted notice of ming Commission/City Council on the property under
Applicant's Signature	
12pp. cuite d'aguiteure	